Library Evaluation Documentation

Library Management

1. **Student Behavior**
   * + Written procedures for computers
     + Brochure regarding library policies
     + Discipline procedures when necessary
     + List of positive behavior tactics used
2. **Culture for Learning**

* Pictures of decorations
* Brochure with expectations
* Pictures of physical resources
* Signage

1. **Procedures**

* Examples of scheduling form
* Examples of sign in sheet before/after/lunch time
* Picture of portable screen
* Multimedia (camera, skype)
* Faculty brochure
* Student brochure
* Procedures for requesting purchase of book

1. **Design Instruction**
   * + Examples of collaboration
     + Assessment rubrics
     + Edison home page
2. **Accurate Records**
   * + Facet report
     + Circulation report
     + Web page
     + Titlewise collection development
3. **Collection Development**
   * + Written communication about finances
     + Grant writing
     + New purchases
     + Weeding records
4. **Budget**
   * + Budget
     + List of RQs and supporting documentation
     + Timeline for ordering
     + Documentation of transfer of funds
5. **Manage Personnel**
   * + Evaluations of library interns
     + Evaluations of library support staff
     + Job targets
     + Schedule of hours
     + Documentation of tasks

**Instructional Effectiveness**

1. **Knowledge (curriculum, information, research)**
   * + Documentation of interlibrary loans
     + Common core powerpoint training
     + Public library collaborations
     + Pathfinders
2. **Supporting Instructional Goals**
   * + Diversity training
     + Special education
     + Ell
     + Know curriculum
     + Provide resources
     + Collaborations
3. **Knowledge of Literature**
   * + Knowledge of literature
     + Work with groups to love of learning
     + Book Club
     + Nooks
4. **Communicates Clearly**
   * + Written procedures
     + Glogster
     + Web page
5. **Quality of Questions (Inquiry)**
   * + Questions on document
     + Video teaching questions
     + Common Core summer workshops
6. **Assessment**
   * + Web 2.0 projects
     + Ruberics
     + Examples of peer to peer assessment
7. **Flexible Lessons (Adjust)**
   * + Examples of lessons adapted for special ed/ELL
     + Examples of lessons changed as a result of another lesson

**Professional Growth**

1. **Reflection**
   * + Input from students
     + Examples where lesson next year or next class is changed
     + Adjustment of lessons after conferring with teacher
2. **Professional Growth**
   * + Common core
     + Professional memberships
     + Attendance at conferences
     + Presentation at conferences
     + Presentation to faculty/parents

**Interpersonal Skills**

1. **Communicating with School Staff/Community**
   * + Projects with parents
     + Feedback to parents
     + Presentation to faculty
     + Presentation to parents
2. **Effective Interactions with Stakeholders**
   * + Communication with families
     + PTSA
     + Communication within TPS library community

**Leadership**

1. **School and Professional Community**
   * + Participation in PTSA
     + Attendance/participation at school events
     + Publications
     + Project schoolhouse leadership roles
2. **Leadership**
   * + Project schoolhouse documentation
     + Development of library evaluation instrument
     + Work on TPS web page
     + Copyright actions and concerns